

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT	Number 45.30	Issue 3	Page 1 of 2
PROCEDURE FOR DISPOSAL OF ABANDONED PERSONAL PROPERTY FOUND ON CITY PREMISES	Effective Date September 15, 1984		

1. PURPOSE

- 1.1 To establish a uniform procedure for recording and disposing of private personal property lost or abandoned in City buildings, or on City grounds.

2. POLICY

- 2.1 All articles found by or turned over to City employees become the property of the City after being held by the City for the length of time specified below.

3. DEFINITION

- 3.1 Lost and found property is defined as any person property belonging to others that was unintentionally abandoned and that comes into the custody of the City.

4. DISPOSITION OF UNCLAIMED PERSONAL PROPERTY

- 4.1 Property found in the vicinity of the City Administration Building should be turned in at the Information Desk on the street floor of the City Administration Building.
- 4.2 All departments located outside the city Administration Building should designate an individual to receive abandoned property found in that department.
- 4.3 The person(s) designated should attempt to contact the owner, if ownership can be determined. If identification of the owner is not possible, fill out Form PD-497, Record of Found Property, and forward with the property to the Police Department Property Room.
- 4.4 The Form PD-497 will be signed by the Property Room Clerk. The Police Department will retain the original PD-497 and the duplicate will be returned to the finding department as a receipt for unclaimed items.

5. DISPOSAL BY POLICE DEPARTMENT

- 5.1 Unclaimed property coming into the custody of the Police Department shall be held for six months. If the items are not claimed, they may be returned to the finder if valued at \$100 or less, or they may then

(Supersedes Administrative Regulation 45.30, Issue 2, effective September 1, 1966)

Authorized

(Signed by John Lockwood)

ASSISTANT CITY MANAGER

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5. DISPOSAL BY POLICE DEPARTMENT (cont'd.)

5.1 (cont'd.)

be sold at public auction to the highest bidder. Perishable items may be disposed of by distribution to welfare agencies. Funds received from auction shall be deposited by the Treasurer.

APPENDIX

Forms Involved

PD-497 - Record of Found Property

Subject Index

Property Personal - Abandoned on City Premises

Disposal - Unclaimed Personal Property

Personal Property - Unclaimed, Disposition of

Administering Department

General Services Department